



## ***INTERNET FILING OF***

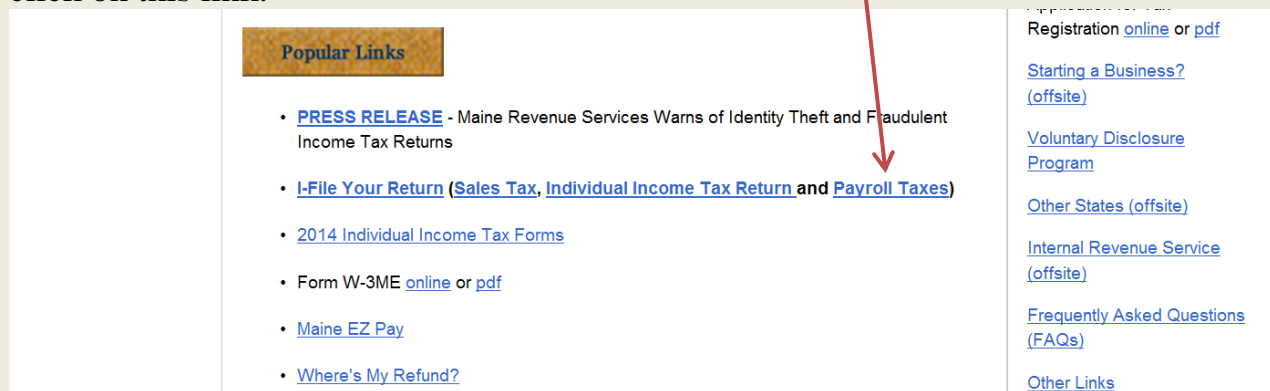
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## ***INCOME TAX WITHHOLDING***

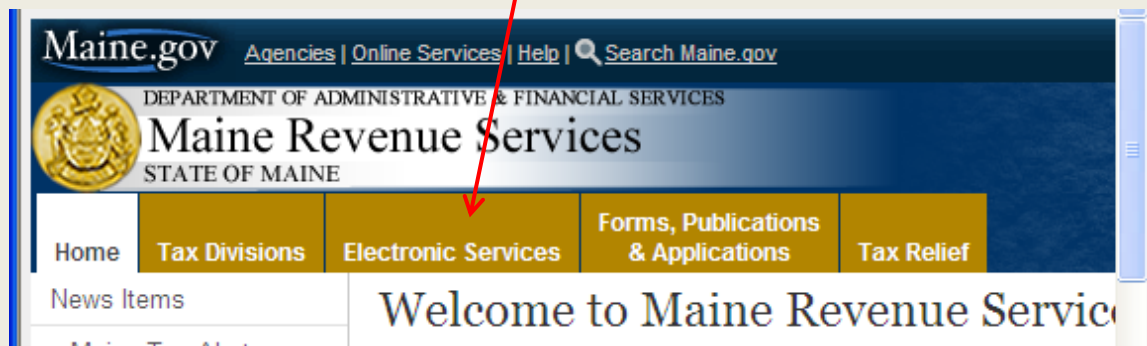
The purpose of this document is to provide a general overview of the registration/filing process for Internet filing of Maine withholding quarterly returns. It does not cover all situations/scenarios. If additional help is needed, please call the withholding unit at (207)626-8475, select option 1 for touchtone phones, then option 4.

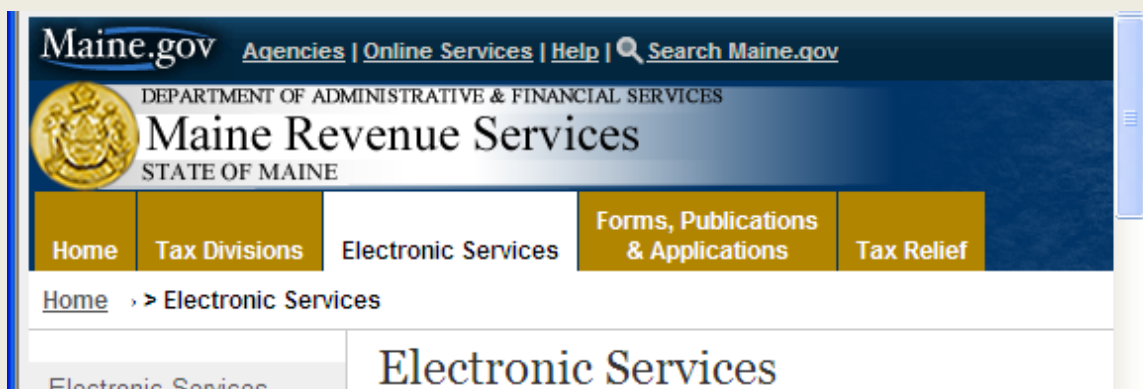
To access the Maine Internet filing application for Income Tax withholding a user will go to the Maine Revenue Services (MRS) internet home page at [www.maine.gov/revenue](http://www.maine.gov/revenue).

From the MRS homepage the user may access the filing application in one of two ways: scroll down to 'Popular Links', there is a bullet 'I file your return', which is followed by a set of parenthesis, the last item in the parenthesis is 'Payroll Taxes', click on this link.



Alternatively, click on 'Electronic Services' at the top of the homepage.






On the Electronic Services page scroll down to the section ‘Payroll Taxes’ and click on the link ‘Internet file – Withholding or Unemployment Returns & Form W-3ME’



The Internet Filing of Income Tax Withholding Instructions link will bring up instructions to file Withholding returns.

Once at the Internet return filing page, <https://portal.maine.gov/cqr/>, it may be saved as a favorite or entered into a shortcut to increase ease of access.



**STATE OF MAINE**

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**Maine Revenue Services  
and  
Department of Labor**

Welcome to the Maine Internet Filing System for quarterly withholding and unemployment contribution returns and the annual W-3ME return. This site is designed to provide you with a convenient and secure method of filing your quarterly return and annual W-3ME return electronically.

**Quarterly Returns:** The system will pre-fill portions of Schedules 1 and 2 for you, thereby reducing the time it takes to complete the filing process. If you maintain wage and withholding data using software capable of exporting an Excel file, you may complete Schedule 2 by uploading a file containing the required information. You may use this system to file original returns for all quarters of the current calendar year (including future quarters) and for any of several recent prior quarters. However, all amended returns must be filed on paper. If you are interrupted or lose your connection during the filing process, you may resume filing beginning with the last page that you completed.

**W-3ME Returns:** You may use this system to file your annual Reconciliation of Maine Income Tax Withheld for calendar years 2013 and 2014 . If you are interrupted or lose your connection during the filing process, you may resume filing beginning with the last page that you completed.

For more information about filing quarterly returns or the annual W-3ME return, please [read the instructions](#) and [view the important information](#) file. Please review additional instructions for entering employee wage or withholding data when you come to that section.

If you have questions about this system or would like assistance using it, please email the Withholding Unit at [withholding.tax@maine.gov](mailto:withholding.tax@maine.gov) or call the Withholding Line at **(207) 626-8475**, select 1, then option 4 on the menu. Thank you for filing your return electronically.

When you are ready, select the "Begin" button below to start filing your return.

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After reading the information on the page, click on the 'Begin' button. This will bring up the login page.

## Maine Revenue Services and Department of Labor

### Internet Filing Account Information

Please complete the following information to access your account. When you are finished, select the "Next" button.

Account Number	<input type="text"/>
<ul style="list-style-type: none"><li>• To file your Quarterly Withholding return, enter your 11 digit Maine Withholding Account ID assigned by Maine Revenue Services.</li><li>• <b>NEW</b> To file your Quarterly Unemployment Contributions return, enter your 10 digit Maine Unemployment Contributions Account ID assigned by the Maine Department of Labor.</li><li>• To file your W-3ME Annual Reconciliation, enter your Maine Withholding Account ID.</li></ul>	
Taxpayer ID Number (Enter Federal ID number, except sole proprietors enter Social Security number)	<input type="text"/> (9 digits, no dashes.)
Password - Must be six (6) characters. (Asterisks will show for security.)	<input type="password"/> <a href="#">See password instructions</a>

[Next](#)

[I Forgot My Password](#)

[Exit](#)

[Instructions](#) [Important information](#)

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1. In the first box enter the account number for the return to be filed. Enter the 11 digit Maine withholding account ID assigned by Maine Revenue Services to file the quarterly withholding return.
2. In the second box, enter the FEIN if the business has one. If the business is registered with MRS as a sole proprietor, then enter the SSN of the registered owner.
3. Enter your password in the third box. First time users must create a password. The password must be six characters, can be any combination of letters and/or numbers, and is case sensitive. Returning users will enter their already established password.

Click on 'Next'.

New users will be presented with a Business Information page.

<b>Maine Revenue Services and Department of Labor</b>	
<b>Business Information</b>	
<b>Password</b>	
* Confirm Password	<input type="text"/> (Six characters, numbers, or letters only)
<b>Company Information</b>	
Company Name	<input type="text"/>
Street Address Line 1	<input type="text"/>
Street Address Line 2	<input type="text"/>
City	<input type="text"/>
State/ Province	<input type="text" value="-Select-"/> Zip Code <input type="text"/>
<b>Owner Information</b>	
Company Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
<b>Contact Information</b>	
* Contact Name	<input type="text"/>
* Phone Number	<input type="text"/>
* E-mail Address	<input type="text"/>
Preparer ID	<input type="text"/>

Responsible Individual Information	
Name	<input type="text"/>
Street Address Line 1	<input type="text"/>
Street Address Line 2	<input type="text"/>
City	<input type="text"/>
State/ Province	<input type="text" value="-Select-"/> Zip Code <input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>
<b>AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)</b>	
This application will not accept financial institution banking information for an account located outside the U.S. and its territories.	
I, hereby authorize Maine Revenue Services, hereinafter called "MRS," to initiate debit entries to my	
	<input type="radio"/> Checking <input type="radio"/> Savings
Nine-digit routing number	<input type="text"/>
Bank account number	<input type="text"/>
This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Exit"/>	
* Indicates a required field.	

User will enter the required information by reentering/confirming the password, entering the contact name, phone number (10 digits, no dashes), e-mail address (used to send password via 'I forgot my password' and to send filing reminders to those without a confirmed return 2 days prior to the filing deadline).

New filers will be required to register separately for Maine withholding and Maine unemployment. The password may be the same or different, and the Business Information page must be completed for both accounts.

Banking information can be entered to enable electronic payment of your tax liability. Upon entering the bank routing number, a required question is presented and must have either 'Yes' or 'No' selected. This will only be presented on initial set up or when banking information is changed.

This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.

**Will payments you make come from an account outside the U.S. and its territories?**

☐ Yes

☐ No

Click on 'Submit'.

Activity Selection page is presented. The Activity Selection page provides access to all of the functions available within the I file application.

Click on the activity box down arrow.

**Maine Revenue Services and Department of Labor**

**Activity Selection**

Please keep your contact information up to date. Your email address is used to notify you when changes are made to the I-file system, and to send you your password if you forget it. To review your contact information, select "Change Business Information" on the Activity Selection Menu.

-Select an Activity-

- Select an Activity-
- File my quarterly return (Form 941ME)
- View/Reprint my quarterly return
- View/Reprint quarterly payment voucher
- File Form W-3ME
- View/Reprint Form W-3ME
- Change Business Information

C:\Internet\201602\2.1.E31 - Microsoft Internet Explorer 7.0 [11/02/2016]

Select the desired activity, then click on 'Next'. When selecting 'File my quarterly return' the filing period selection is presented.



## Maine Revenue Services and Department of Labor

### Activity Selection

Please keep your contact information up to date. Your email address is used to notify you when changes are made to the I-file system, and to send you your password if you forget it. To review your contact information, select "Change Business Information" on the Activity Selection Menu.

-Select an Activity- ▼

-Select an Activity-

File my quarterly return (Form 941ME)

View/Reprint my quarterly return

View/Reprint quarterly payment voucher

File Form W-3ME

View/Reprint Form W-3ME

Change Business Information

CQRInternet.201602.2.1.E31 Microsoft Internet Explorer 7.0 [11/02/2016]

## Maine Revenue Services and Department of Labor

### Activity Selection

Please keep your contact information up to date. Your email address is used to notify you when changes are made to the I-file system, and to send you your password if you forget it. To review your contact information, select "Change Business Information" on the Activity Selection Menu.

File my quarterly return (Form 941ME) ▼

### Filing Period

-Select Quarter End Date- ▼

Next

Exit

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The application supports the filing of six calendar quarters; the four quarters of the current year, as well as the third and fourth quarter of the prior year. The filing period drop down list is updated February 1<sup>st</sup>, each year. Select the end date of the quarter for which you want to file, and click on 'Next'. This will present the correct return for the quarter you selected.

## Maine Revenue Services

### Income Tax Withholding

941ME For the period 07-01-2016 through 09-30-2016

FRANK FARM

Withholding account No. 11167000100 FEIN: 111670001

If you have no tax to report for this quarter and want to file a zero return, please check this box and select the Next button.

#### INCOME TAX WITHHOLDING

- A. Number of payee's subject to Maine income tax withholding.
- B. Check here if MRS has granted an exception to report non-wage withholding detail annually on magnetic media. [See Instructions.](#) ☐
1. Total Maine Income Tax Withheld This Quarter.
2. Total **PREVIOUSLY** Remitted by Check or Electronically with Forms 900ME This Quarter.

Was this return prepared or completed by a paid preparer? ☐ Yes ☐ No

[Next](#)

[Back to Activity Selection Screen](#)

[Save and Exit Application](#)

[Instructions](#) [Important information](#)

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To file a zero return indicating no withholding for the quarter, check the box at the top of the form.

## Maine Revenue Services

### Income Tax Withholding

941ME For the period 07-01-2016 through 09-30-2016

FRANK FARM

Withholding account No. 11167000100 FEIN: 111670001

If you have no tax to report for this quarter and want to file a zero return, please check this box and select the Next button.

#### INCOME TAX WITHHOLDING

- A. Number of payee's subject to Maine income tax withholding.
- B. Check here if MRS has granted an exception to report non-wage withholding detail annually on magnetic media. [See Instructions.](#) ☐
1. Total Maine Income Tax Withheld This Quarter.
2. Total **PREVIOUSLY** Remitted by Check or Electronically with Forms 900ME This Quarter.

Was this return prepared or completed by a paid preparer? ☐ Yes ☐ No

[Next](#)

[Back to Activity Selection Screen](#)

[Save and Exit Application](#)

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CQRInternet.201602.2.TEST Microsoft Internet Explorer 7.0

Otherwise, enter the return data. The user may notice some lines missing as compared to the paper form. This is because the I file application will do all math calculations based on the data entered for the period being filed.

Answer the question: Was this return prepared or completed by a paid preparer? Click on 'Next'.

If 'Yes' is checked on the preparer question, then enter the paid preparer information.

**NOTE:** The taxable wage base is \$12,000 for each employee

Was this return prepared or completed by a paid preparer? ☒ Yes ☐ No

Enter Paid Preparer EIN.  (Numbers only)

Check this box if the preparer is licensed to provide payroll services in Maine. ☐

Enter the preparer's Maine Payroll Processor License Number.

[Next](#) [Back to Activity Selection Screen](#)

[Save and Exit Application](#)

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If 'No' is checked, or after entering the preparer info and clicking 'Next', the completed, calculated return is presented.

**Maine Revenue Services**

**Income Tax Withholding**

941ME For the period 07-01-2016 through 09-30-2016

FRANK FARM  
Withholding account No. 11167000100 FEIN: 111670001

If you have no tax to report for this quarter and want to file a zero return, please check this box and select the Next button. ☐

**INCOME TAX WITHHOLDING**

A. Number of payee's subject to Maine income tax withholding.

B. Check here if MRS has granted an exception to report non-wage withholding detail annually on magnetic media. [See Instructions.](#) ☐

1. Total Maine Income Tax Withheld This Quarter.

2. Total **PREVIOUSLY** Remitted by Check or Electronically with Forms 900ME This Quarter.

Was this return prepared or completed by a paid preparer? ☐ Yes ☒ No

[Next](#) [Back to Activity Selection Screen](#)

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Verify the return is correct and click 'Next'.

## Maine Revenue Services

### Income Tax Withholding

941ME For the period

07-01-2016 through 09-30-2016 .

FRANK FARM

Withholding account No. 11167000100 FEIN: 111670001

#### **CALCULATED INCOME TAX WITHHOLDING**

- |   |                          |
|---|--------------------------|
| A. Number of payee's subject to Maine income tax withholding.   | 4                        |
| B. Check here if MRS has granted an exception to report non-wage withholding detail annually on magnetic media. | <input type="checkbox"/> |
| 1. Total Maine Income Tax Withheld This Quarter.  | \$200.00                 |
| 2. Total <b>PREVIOUSLY</b> Remitted by Check or Electronically with Forms 900ME This Quarter.                   | \$100.00                 |
| 3. Income Withholding Due.  | \$100.00                 |

Next

Back

Save and Exit Application

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If Withholding payments were remitted during the quarter, the total of the payments remitted is entered on line 2. This will cause Schedule 1 (Reconciliation of 900ME Voucher Payments) to be presented. Click 'Next'. If line 2 is left blank, an amount of zero is entered, the system will bypass Schedule 1 and go directly to Schedule 2.

## Maine Revenue Services and Department of Labor

### Reconciliation of 900ME Voucher Payments

Schedule 1 For the period 07-01-2016 through 09-30-2016

Date Wages Paid (MMDDYYYY)	Payment Amount	Date Wages Paid (MMDDYYYY)	Payment Amount	Date Wages Paid (MMDDYYYY)	Payment Amount
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00

Next

More

Save and Exit Application

[Instructions](#) [Important information](#)

CQRInternet.201602.2.TEST

When the payments are remitted via Maine EZ Pay with the payment type ‘900ME Semi-weekly withholding payment’ selected; payments are remitted by check with a 900ME payment voucher; or payments are remitted via ACH Credit with the payment code “01214”; the application will prepopulate the payment amounts and the user will enter the date of the wages from which the taxes were withheld. Enter the payment date as an eight digit date without dashes or slashes; formatted as two digit month, two digit day, four digit year (e.g. 01152016).

Date Wages Paid (MMDDYYYY)	Payment Amount	Date Wages Paid (MMDDYYYY)	Payment Amount	Date Wages Paid (MMDDYYYY)	Payment Amount
07102016	25.00	08102016	25.00	08252016	25.00
09152016	25.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00
	0.00		0.00		0.00

[Instructions](#)
[Important information](#)

CQRInternet.201602.2.TEST

Click on 'Next' when complete. The withholding detail page will be presented.

**Withholding Detail**

You must include the withholding detail information for all employees included in this report. The sum of each column on the detail pages must agree with the corresponding amounts entered in page one of the return.

You may choose how you would like to enter this information. You can key this information in or upload an Excel file containing the required data. Click here for [more information and detailed instructions](#) about how to upload a file with your information.

How would you like to enter your withholding detail information?

☐ I will upload an Excel file containing my information. (Click Browse, then select the file you want to load.)
 ☐ I will key all my employee detail now.

OR

☐ Alphabetical Order
 ☒ Numerical Order

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On this page you will have the option to enter employee information manually by keying it in, or a formatted Excel spreadsheet with employee data may be uploaded. Formatted spreadsheets along with spreadsheet instructions are available on the MRS Electronic Services page.

To enter employee information manually click on 'Enter Detail'. Schedule 2 will be presented.

## Schedule 2 - Withholding Detail

Alter any data, **except SSN changes**, by highlighting the contents of the box and typing in new data. Enter new employees in the blank boxes at the end of this section. For SSN changes, check the delete box and re-enter SSNs correctly. Select "Next Page" to get the next page of employees or blank boxes. When you have finished entering data select "Done".

Next Page	Previous Page	Go To Top	Go To End	Done
Delete	SSN ex. (NNNNNNNNN)	Withheld Amount	Last First MI	
<input type="checkbox"/>	004921741	25.00	big e	
<input type="checkbox"/>	987654321	25.00	clip. paper	
<input type="checkbox"/>	003217431	0.00	cup. coffee	
<input type="checkbox"/>	123456789	25.00	gym. jungle	
<input type="checkbox"/>	009774412	25.00	house. dog	
<input checked="" type="checkbox"/>		0.00		
<input type="checkbox"/>		0.00		
<input type="checkbox"/>		0.00		
<input type="checkbox"/>		0.00		
<input type="checkbox"/>		0.00		

First time users will enter the complete SSN without dashes/hyphens, the employee total income tax withheld for the quarter, and the employee name without any punctuation. Entering periods, commas or any other punctuation will cause an error message to be displayed. You cannot truncate the employee SSN. For returning users, the system will present employee names and SSN's that were previously entered; enter the withholding for each employee for the quarter. Make any additions or deletions needed for changes in employees. When all employee data is entered, click the 'Done' button.

Next Page	Previous Page	Go To Top	Go To End	Done
Delete	SSN ex. (NNNNNNNNN)	Withheld Amount	Last First MI	
<input type="checkbox"/>	204004020	150.00	SLIM JIM	
<input type="checkbox"/>		0.00		
<input type="checkbox"/>		0.00		
<input type="checkbox"/>		0.00		

The application will validate that the total gross wages equal the amount entered on line 6 of the return and the total withheld amount equals the amount entered on line 1 of the return. When the totals do not equal, an error will be presented:

### Reconciliation of Withholding Detail

#### ERROR DETECTED

The total of your entries on Schedule 2 do not equal your return.

Sum of withholding on Schedule 2	95.00
Total Maine Income tax withheld from line 1	200.00
Difference	-105.00

Please make changes to your return, or to Schedule 2. Check your records carefully before proceeding.

[Change Schedule 2](#)

[Change My Return](#)

[Save and Exit Application](#)

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Once all errors are corrected, click on 'Done' on the Withholding Detail page.

This will bring up a page displaying the completed return with a warning that the return is not filed until a confirmation number is received.

### Maine Revenue Services

#### Income Tax Withholding

941ME For the period

07-01-2016 through 09-30-2016 .

FRANK FARM

Withholding account No. 11167000100 FEIN: 111670001

**WARNING: Your return is not complete until you obtain a confirmation number by selecting the Next button below.**

#### INCOME TAX WITHHOLDING

- |   |                          |
|---|--------------------------|
| A. Number of payee's subject to Maine income tax withholding.   | 4                        |
| B. Check here if MRS has granted an exception to report non-wage withholding detail annually on magnetic media. | <input type="checkbox"/> |
| 1. Total Maine Income Tax Withheld This Quarter.  | \$200.00                 |
| 2. Total <b>PREVIOUSLY</b> Remitted by Check or Electronically with Forms 900ME This Quarter.                   | \$100.00                 |
| 3. Income Withholding Due.  | \$100.00                 |

[Next](#)

[Save and Exit Application](#)

[Change my return](#)

[Instructions](#) [Important information](#)

[Print Withholding Detail](#)

Verify all data on the return is complete. If there are errors, click 'Change my return' to go back to the first page and make changes to the return. If everything looks good, click on 'Next'. This will bring up the payment options page:



## PAYMENT OPTIONS

**Due date for this return and payment of the amount due ( \$100.00 ) is 10-31-2016 .**  
**If you do not make payment by the due date, you will be subject to interest and penalties.**

Please choose one of the following four options to pay your tax:

☐ ACH Debit method

I would like Maine Revenue Services to withdraw the amount I owe from my bank account. I understand that the full amount owed will be withdrawn on the date specified.

I would like to change my account information. Show me the [ACH Agreement](#) again.

☐ ACH Credit method

**I will pay the balance due by contacting my bank and initiating an ACH Credit payment.** I understand that I cannot use this payment method unless I am already registered with Maine Revenue Services as a credit method payer, and that payment is due by the date shown above.

☐ Check/ Submit payment via Maine EZ Pay (Maine EZ Pay link is available on the confirmation page.)

I will pay my tax in full by mailing a check and payment voucher (mail must be postmarked no later than the due date) or by submitting payment via the Maine EZ Pay internet application.

If you choose to pay by check, you must print a voucher. Make sure that your printer is turned on and is online. Please enclose the voucher with your check and mail to Maine Revenue Services. **Do not mail the return.**

If you submit your payment via Maine EZ Pay do not print payment voucher. Select submit and obtain confirmation number button to proceed to the confirmation page.

**Note: Your return is not complete until you obtain a confirmation number.**

[Submit my return and obtain confirmation number](#)

[Do not file my return](#)

[Instructions](#) [Important information](#)

To make a payment by ACH Debit, click the button next to 'ACH Debit method' to pay electronically. By selecting ACH Debit you are authorizing MRS to initiate a payment request to your bank for the amount shown on line 3 of your withholding return.

Click 'Submit my return and obtain confirmation number'. If banking information was entered in the Business Information page, the Affirmation page will be presented. If not, the bank account information page is presented:

Maine Revenue Services and Department of Labor	
<b>AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)</b>	
This application will not accept financial institution banking information for an account located outside the U.S. and its territories.	
I hereby authorize Maine Revenue Services, hereinafter called "MRS," to initiate debit entries to my:	
	<input type="radio"/> Checking
	<input type="radio"/> Savings
Nine-digit routing number	<input type="text"/>
Bank account number	<input type="text"/>
This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.	
<a href="#">Submit and File My Return</a>	<a href="#">Cancel</a> <a href="#">Save and Exit Application</a>
CQRInternet.201401.7.PROD	

Once bank account information is entered, a security question is presented:

Maine Revenue Services and Department of Labor

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)	
This application will not accept financial institution banking information for an account located outside the U.S. and its territories.	
I hereby authorize Maine Revenue Services, hereinafter called "MRS," to initiate debit entries to my:	
	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Nine-digit routing number	111222333
Bank account number	12345
This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.	
<b>Will payments you make come from an account outside the U.S. and its territories?</b>	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit and File My Return"/> <input type="button" value="Cancel"/> <input type="button" value="Save and Exit Application"/>	

CQRInternet.201401.7.PROD

Maine Revenue Services and Department of Labor

**ACH DEBIT AFFIRMATION**

**Due date:** 04-30-2015

Please delay my electronic payment.

I authorize you to withdraw the amount due from my account on:  (mmddyyyy)

By clicking the "Affirm" button below, you will give permission to MRS to remove \$50.00 from the bank account specified in the ACH Agreement you have filed with MRS.

Use your browser's "Print" button to make a hard copy of this agreement.

Click on the "Cancel" button to return to the payment options screen and select another method.

CQRInternet.201401.7.PROD

Enter the date for the payment to be debited from your bank account. If filing before the return due date the payment date can be any date from the present date to the return due date. If filing the return after the due date the payment date field is not presented and the payment is debited the day the return is filed.

## Maine Revenue Services and Department of Labor

### ACH DEBIT AFFIRMATION

**Due date:** 10-31-2016

Payment will be withdrawn within 3 business days.

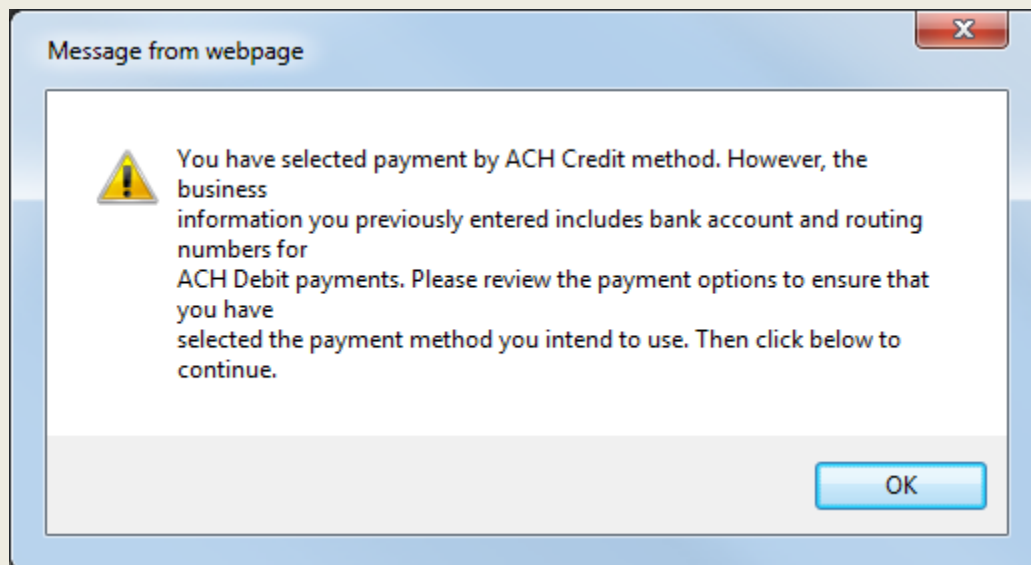
By clicking the "Affirm" button below, you will give permission to MRS to remove \$100.00 from the bank account specified in the ACH Agreement you have filed with MRS.

Use your browser's "Print" button to make a hard copy of this agreement.

Click on the "Cancel" button to return to the payment options screen and select another method.

Click on 'Affirm' to enter the payment. Click on 'Cancel' to return to the Payment Options page.

To make a payment by ACH Credit, click the button next to 'ACH Credit method' to pay electronically if you have previously registered with the MRS Electronic Funds Transfer Unit. By selecting the ACH Credit method you are indicating to MRS that you will go to your bank to initiate the sending of a payment to MRS. If banking information had previously been entered, a warning will be presented:



Click OK in the box, then click 'Submit my return and obtain confirmation number'. The Affirmation page will be presented:

## Maine Revenue Services and Department of Labor

### ACH Credit Affirmation

**Due date:** 10-31-2016

ACH Credit method payment requires that you arrange for your institution to pay \$100.00 via Electronic Funds Transfer by the date above or immediately following the filing of a late return. Late payments are subject to interest and penalties.

If you are not currently registered with MRS as an ACH Credit method payer, please click the "Cancel" button below and select another method.

Click on 'Affirm' to enter the payment. Click on 'Cancel' to return to the Payment Options page.

To pay by check or Maine EZ Pay, click the button next to 'Check/ submit payment via Maine EZ Pay'. By selecting Check/EZ Pay the application will provide a payment voucher to be printed off and included with payment if paying by check. If paying by Maine EZ Pay the user will log into the Maine EZ Pay application to initiate an ACH Debit payment. Disregard the payment voucher.

**YOUR RETURN HAS NOT BEEN FILED!**



**Maine Revenue  
Services  
Internet Payment  
Voucher  
11/02/2016**



\*0983200\*

Account Name	FRANK FARM		
Withholding Account No.	11167000100	Amount due: \$	100.00
Federal EIN	111670001		
Period covered	07-01-2016 - 09-30-2016		
File on or Before	10-31-2016	Amount Remitted: \$	_____

Make checks payable to **Treasurer, State of Maine** in U.S. funds and write your account number on your check.

-----  
*Cut on dotted line.*

Mail to:

MAINE REVENUE SERVICES  
INCOME TAX DIVISION  
PO BOX 9101  
AUGUSTA ME 04332-9101

TO MAKE PAYMENT BY CHECK: Print this voucher using the print button on your browser, and mail the top portion with payment to the address above.

TO MAKE PAYMENT BY MAINE EZ PAY: If you submit your payment via Maine EZ Pay do not print payment voucher. Select Submit my return and obtain confirmation number button to proceed to the confirmation page. EZ Pay link is available on the Confirmation page.

**You must select the "Submit my return and obtain confirmation number" button to complete the filing of your return.**

Submit my return and obtain confirmation number

Return to payment option screen

Print the payment voucher, then click on 'Submit my return and obtain confirmation number' to receive confirmation

**CONFIRMATION NUMBER**

You have successfully filed your return for the **3rd Quarter of 2016** .

Your confirmation number is **999006805**

- Select the **View completed return** button to view or print your completed return.
- Select the **View payment voucher** button to see the payment voucher again.
- Click on link below to remit payment using **Maine EZ Pay**.

**Thank you for using Maine Revenue Services Internet Filing.**

View completed return

View payment voucher

[Maine EZ Pay](#)

Click 'View completed return' to display/print the filed return. This return will have the confirmation number, date and time, and the payment method selected printed at the bottom of the return. Do not mail this copy to MRS, it is for your records.

**Maine Revenue Services**

**Income Tax Withholding**

941-ME For the period  
07-01-2016 through 09-30-2016 .

FRANK FARM  
Withholding account No. 11167000100 FEIN: 111670001

**FILE COPY ONLY:DO NOT MAIL**

**INCOME TAX WITHHOLDING**

A. Number of payee's subject to Maine income tax withholding.	4
B. Check here if MRS has granted an exception to report non-wage withholding detail annually on magnetic media.	<input type="checkbox"/>
1. Total Maine Income Tax Withheld This Quarter.	\$200.00
2. Total <b>PREVIOUSLY</b> Remitted by Check or Electronically with Forms 900ME This Quarter.	\$100.00
3. Income Withholding Due.	\$100.00

Your confirmation number is 999006805  
Your return was confirmed on 11/02/2016 02:24 PM  
Payment type [Check/EZ Pay](#)  
**To print this form, simply use your browser's Print button.**

[File another return](#) [Payment Voucher](#)

[Exit](#)

[Print Withholding Detail](#)

[Print 900-ME Data](#)

CQRInternet.201602.2.TEST Microsoft Internet Explorer 7.0

Selecting 'File another return' will take you back to the log in page. Clicking 'Payment Voucher' will present the voucher to be printed. Clicking 'Print withholding data' will present Schedule 2. Clicking 'Print 900-ME data' will present Schedule 1. The bottom of each page will display the MRS application being used along with your internet browser being utilized to file the return.